Extra No. 423

©

सत्यमेव जयते

The Gujarat Government Gazette

EXTRAORDINARY

PUBLISHED BY AUTHORITY

Vol. LXVI] **MONDAY, DECEMBER 29, 2025 / PAUSHA 8, 1947**

Separate paging is given to this Part in order that it may be filed as a Separate Compilation.

PART IV-C

Statutory Rules and Orders (Other than those published in Parts I, I-A and I-L) made by Statutory Authorities other than the Government of Gujarat including those made by the Government of India, the High Courts, the Director of Municipalities, the Commissioner of Police, the Director of Prohibition and Excise, the District Magistrates and the Election Commission, Election Tribunals, Returning Officers and other authorities under the Election Commission.

BY THE HIGH COURT OF GUJARAT AT AHMEDABAD

NOTIFICATION

No.C.3001/2005

In exercise of powers conferred by Sub-section (1) of Section 28 of the Right to Information Act, 2005, the Honourable the Chief Justice and Judges of this High Court have been pleased to make following amendments in the Gujarat High Court (Right to Information) Rules, 2005 :-

1. Short title and commencement:-

(i) These rules shall be called "The Gujarat High Court (Right to Information) Amendment Rules, 2025." (No.1 of 2025).

(ii) They shall come into force with effect from the date of publication in the *Official Gazette.*

2. **Insert** the following as a **Sub-rule (3-C)**, **Sub-rule (3-D)** and **Sub-rule (3-E)** after the existing Sub-rule (3-B) in the **Rule 3** :

"(3-C) Fees and charges payable under Rule 8(1)(A) and 8(1)(B) may be paid in cash or demand draft or by pay order or in the form of Non-Judicial Stamp or Non-Judicial Stamp paper or stamping through franking or electronic stamping or court fees stamp or Indian Postal Order or by cheque.

(3-D) Fees and charges paid by Demand Draft or by Pay Order or Indian Postal Order or by Cheque shall be duly crossed and shall be drawn in favour of "Registrar, Gujarat High Court".

(3-E) No fees shall be payable by a person belonging to the Below Poverty Line families, if such person encloses with the Application a certified copy or a true copy of the Below Poverty Line Card or a Certificate issued in that behalf by the Competent Authority."

3. **Insert** the following as a **Sub-rule (d) and Sub-rule (e)** after the existing Sub-rule (5)(c) in the **Rule 4** :

"(d) Public Information Officer shall not entertain any application seeking copies of the documents of the matters filed in the High Court of Gujarat either pending or disposed of as copies of the same could be obtained as provided under the Gujarat High Court Rules, 1993.

(e) Public Information Officer shall not entertain any application for inspection of any record which can be inspected as provided under The Gujarat High Court Rules, 1993."

4. **Insert** the following as a **Serial No. 3 & 4** after the existing Serial No. 2 in **Rule 8(1)(B)** :

"3.	***<u>For Inspection of records:</u>***	
	(a) For the first half an hour	***No fees***
	(b) For each half an hour thereafter	***Rs.50/-***
4.	***For information to be furnished through Electronic mode, wherever it is available in the Electronic mode.***	***<u>Through email :</u>*** ***Handling charges are a minimum of Rs.50 for upto 25 MB, and the same charges apply for each additional 25 MB thereafter.*** ***<u>Through Electronic Device :</u>*** ***Actual cost of Electronic Device + Handling charges are a minimum of Rs.50 for upto 25 MB, and the same charges apply for each additional 25 MB thereafter."***

5. **Insert** the following as a **Rule 10** after the existing **Rule 9** :

" 10. Destruction of Records :

(A) The Records should be maintained as per the table given below :

(i) The papers which are required to be preserved permanently shall be marked 'A' and kept in file 'A'.

(ii) The papers which are required to be preserved for 10 years shall be marked 'B' and kept in file 'B'.

(iii) The papers which are required to be preserved for 5 years shall be marked 'C' and kept in file 'C'.

(iv) The papers which are required to be preserved for 2 years shall be marked 'D' and kept in file 'D'.

(B) The following papers shall be permanently preserved (Physically or Digitally) :

Sl. No.	***Subject***	***Class***
(1)	*Files pertaining to policy decisions viz. Resolutions/Orders/Circulars.*	*A*
(2)	*Register of RTI Applications received.*	*A*
(3)	*Register of RTI Appeals received.*	*A*
(4)	*Appointment orders of Assistant Public Information Officer/Public Information Officer/Appellate Authority under R.T.I. Act.*	*A*

(C) The following papers shall be preserved for 10 years :

Sl. No.	***Subject***	***Class***
(1)	*File of proactive disclosure for the respective year*	*B*

(D) The following papers shall be preserved for 5 years :

Sl. No.	***Subject***	***Class***
(1)	*Files containing information, which was fully provided, partially provided or not provided by Public Information Officer on Applications under R.T.I. including Reply to RTI Applications against which Appeals have been filed either before the First Appellate Authority and/or State Information Commission, and orders passed therein have been complied with.*	*C*
(2)	*Files containing RTI Applications and reply thereto in respect of First Appeal preferred by applicant before the Appellate Authority Including Reply to RTI Applications against which Appeals have been filed before State Information Commission, and orders passed therein have been complied with.*	*C*
(3)	*Files of Quarterly Reports furnished to State Information Commission and Central Information Commission.*	*C*
(4)	*Files of Annual Reports furnished to State Information Commission.*	*C*

(E) The following papers shall be preserved for 2 years :

Sl. No.	***Subject***	***Class***
(1)	*Files containing information, which was fully provided, partially provided or not provided, by Public Information Officer on application under R.T.I. (Files against which First Appeal has not been preferred)*	*D*
(2)	*Files containing information, which was fully provided, partially provided or not provided, by Public Information Officer on application under R.T.I. (Files against which First Appeal has been preferred before Appellate Authority, but Second Appeal has not been preferred before State Information Commission)*	*D*

”

6. **Insert** the following as a **Rule 11** after inserting aforesaid Rule 10 :

“11. In the event any document pertaining to the said information involves the applicant as a party, and the applicant provides written intimation of the proceedings, or a notice/intimation is received from any Appellate Authority or Honourable Court, the period prescribed hereinabove for the preservation of records shall be reckoned from the date of the final adjudication of the First Appeal, Second Appeal or the Honourable Courts, as applicable.”

SANJAY D. SUTHAR,

Date : December 24th, 2025 REGISTRAR GENERAL.

Government Central Press, Gandhinagar.

Signature Not Verified
Signed by : BHOLUSINGH G THAKUR
Senior Manager
Government Central Press, Gandhinagar
Date : 2025.12.31 11:04:57 IST